Drupal Cloud Getting Started Guide
Creating a Lab site with the MIT DLC Theme

Introduction

In this **Getting Started Guide**, you can follow along as a website is built using the *MIT DLC Theme*. Whether you are building a site for your lab, event or department, this Guide will give you what you need to be up-and-running in a small amount of time without using any HTML or CSS code.

There are four sections in this Getting Started Guide. In addition to this PDF document, each section of this Guide is also a separate article in the Knowledge Base (KB) which you will find starting at this web address - http://kb.mit.edu/confluence/x/UxBBCQ. There is a more complete set of Drupal Cloud documentation at this web address - http://kb.mit.edu/confluence/x/ns8wCQ.

A file with the raw components for building this site can be accessed at this web address - http://kb.mit.edu/confluence/x/jRdBCQ.

Requesting Your Site

You can click the green button below to request a site which will be created for you within 24 hours. After you click you'll be sent to another web page where you'll need to login using Touchstone to proceed. Then you'll be asked to work through **4 Steps** to complete and submit a form.

Don't forget to come back here. You can begin **planning your site** and reading through this Getting Started Guide while waiting for your site to be ready. When your site is ready, you can use this guide to build the sample site. Then that sample site can easily be turned into your personal, customized site using what you learn here.

http://drupalcloud.mit.edu/register

Here is an image of the form you need to fill out to request your website. You will need to include a desired URL, or address. In this example, the lab requesting a site is named the Darcy Lab, so the requester adds the URL *darcylab.mit.edu*. Next, select "DLC site." This will enable the MIT DLC Default theme for your site. Then, select "A new website" and click on the button labeled "Contact info."

On another form, you will enter your name and email address and finish the request process by confirming your details. After completing the process, you will receive an email confirming that your request was received, and a second email telling you when your site is ready.

Planning Your Site

After clicking on the **Create a Site** button, Step 1 presents you with some helpful advice for getting started with your site. These steps are included here for your convenience.

1. Create a site map This is a road map that shows how all your pages connect. It will help you identify gaps you'll that need to fill.
2. Assign someone to start writing your content. Be sure to set a deadline because as soon as your request gets approved, you can start building your site — and you'll obviously need copy to fill it.
3. Gather and organize all your media and artwork. If you want to customize your site with more than just fonts and colors, make sure you have easy access your digital media files, such as logos, photos, illustrations and video.
4. For DLCs: Learn about the use of MIT's graphic identity. If you need assistance with branding for your DLC, contact the advisors at Communication Production Services. They can be reached through this web address - http://web.mit.edu/cps/.

In the example given in this *Getting Started Guide*, the person building the website has all of their needed content in a document, including a sitemap, graphics, and text. It is a good idea to have some basic content to work with when setting up your site, including the pages you want to include. A file with the raw components for building this site can be accessed at this web address - http://kb.mit.edu/confluence/x/jRdBCQ.

Anatomy of a Site

Before creating your site, you should have a basic understanding of how content is presented in Drupal using Themes, Regions, and Blocks.

A theme provides a default look and feel for your website that can be customized. You can change text and link colors, fonts, background colors, etc. A theme also provides a default content structure that can be customized. Pages are split into different regions such as a header, sidebars, a main content area, and a footer. Inside these regions are blocks like a main menu or a search bar.


Blocks contain content for your site. You can customize the layout of your site by adding, removing, or moving Blocks to different regions. For example, the DLC theme has a blank left-hand sidebar, but you could add a block with content to that sidebar.
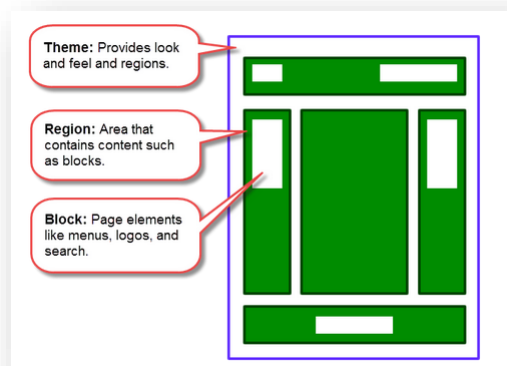
Before and After - Customizing the default MIT DLC Theme

Your initial website will look very similar to the one shown in the image below on the left. The sections that will be modified are highlighted in red. This is the default MIT DLC theme which contains a Home page, an About page, a Contact page, a Blog, and a News section.

The second image below on the right shows the customized website we will be building throughout the rest of this Getting Started Guide. Even without using HTML or CSS, you can customize your website in many ways to make it unique.
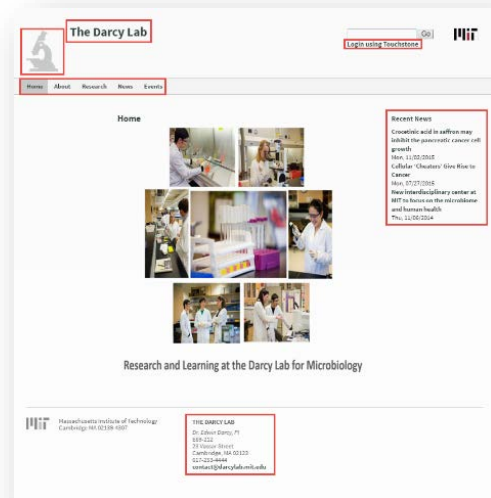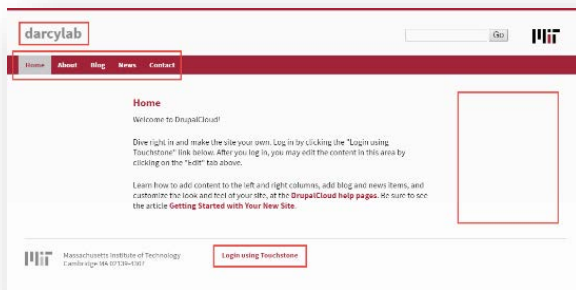
The MIT DLC theme is responsive, meaning that it will look good and function properly on large monitors and laptops as well as tablets and smartphones. It also includes the MIT logo by default. The image below illustrates how Drupal Cloud sites built using the MIT DLC theme respond to the size of the screen.
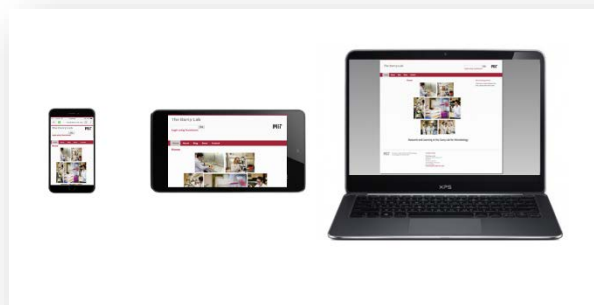
Getting Started!

The rest of the articles in this Quick Start Guide cover customizing the MIT DLC theme. Specifically, you will learn how to:

- Change the location of your Touchstone login link.
- Modify content on an existing page.
- Add a new page.
- Add an image.
- Change the links in your main menu.
- Add news posts.
- Change your color scheme.
- Edit the display of your site name.
- Add a site logo.

Configuring Your Site's Layout

In the first section in this *Getting Started Guide*, you read about the structure of a Drupal Cloud website and the default MIT DLC theme. In this article, you will see how Jack, a Content Manager for a Lab site, begins to customize a newly created Drupal Cloud website by changing the location of some blocks of content and adding others.

Like many applications, you can complete the same tasks in different ways in Drupal. You can modify your site's layout by moving or removing blocks. You can access the options for a block directly from the current page. Or, you can click **Structure**, then **Blocks** in the Admin menu.

Our Content Manager Jack, will complete the following changes.

- Work with blocks in two ways.
- Move the Touchstone login to the top of the page.
- Change title of "Recent News" to "Microbiology News".
- Add a block for contact information.
- Place the block on a specific page.

## Modifying Blocks via the Admin Menu

You can get a broader picture of the blocks included on your website by navigating to Structure -> Blocks on the Admin menu. The image below shows these steps in Drupal.
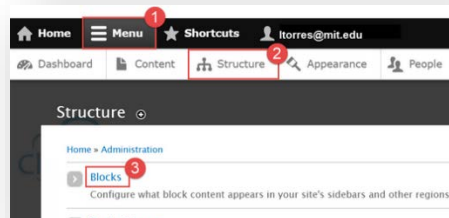

On the **Blocks** screen, you will see all of the blocks included with the MIT DLC theme. From here, you can make a disabled block visible, move blocks from one region to another, or set the region to "None" to remove a block from your layout. You can also access other configuration settings. After customizing your blocks, click the button labeled "**Save blocks**" at the bottom of the screen to save your changes.

Jack wants to move the Touchstone login (Shibboleth authentication) link to the header so it's easy to find. He locates the block in the Footer region, opens the drop-down menu, then selects the header region. After that, he clicks "Save blocks" and the X to close. The Touchstone Login link will move to the header region at the top of the page.
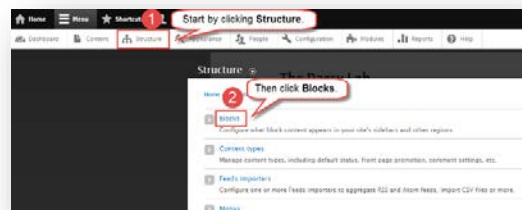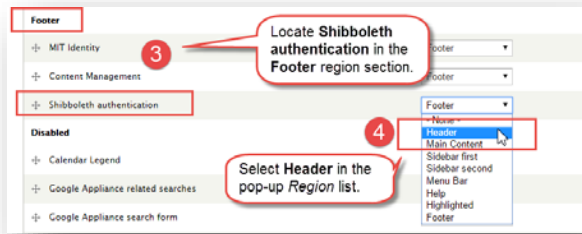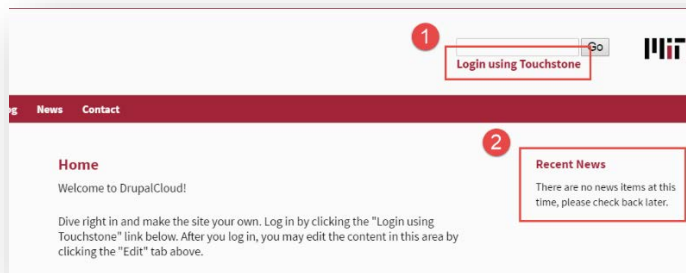
Jack also wants to place the Recent News block on the left sidebar. This block will display snippets of news articles. It is not visible now so Jack scrolls down to the list of **Disabled** blocks at the bottom. He selects "Sidebar second" from the list to place the News block to the right of the main content.
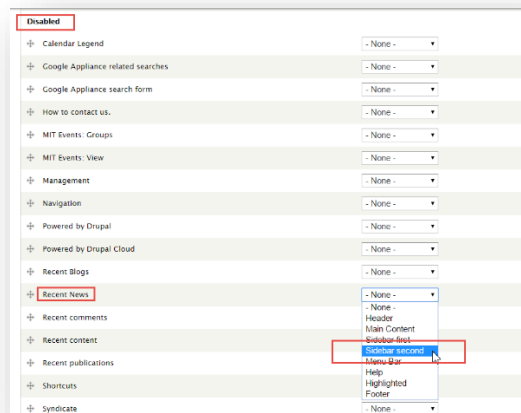

Here's the result of the last steps.

There are no news articles yet. We'll add those in the next section when we deal with content. Jack wants to change the wording of the block title. On the **Blocks** page there is a *configure link* next to each block.
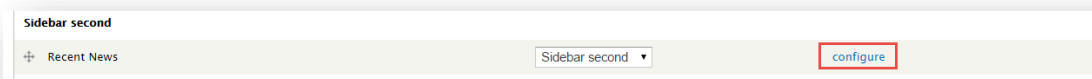
If you are already looking at the blocks list you can click this link to open the page for a particular block. However, if you are viewing the web page there is way to go directly to a block's page. Hover over the top right corner of a block to reveal a gear icon. Click the gear icon, then click **Configure block**.


On the **Configure** screen for the Recent News block, Jack types a new name in the **Block title** box. This title will override the default "Recent News" block title.
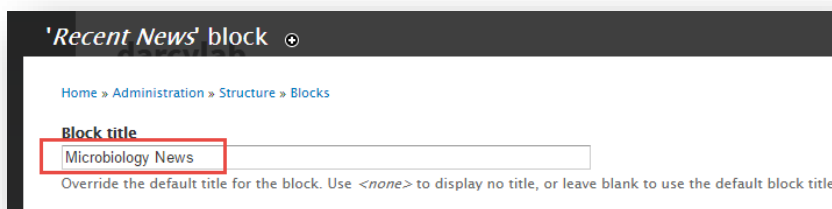
Jack wants to make one more adjustment to the layout before tackling the content. This site will not use the Contact page. Instead, contact information will be displayed in the footer but it will only be displayed on the Home page. To do this, a new block will need to be created and placed in the footer region.

On the Blocks overlay screen, Jack clicks **+ Add block**. A new form opens and information about the new block is added.
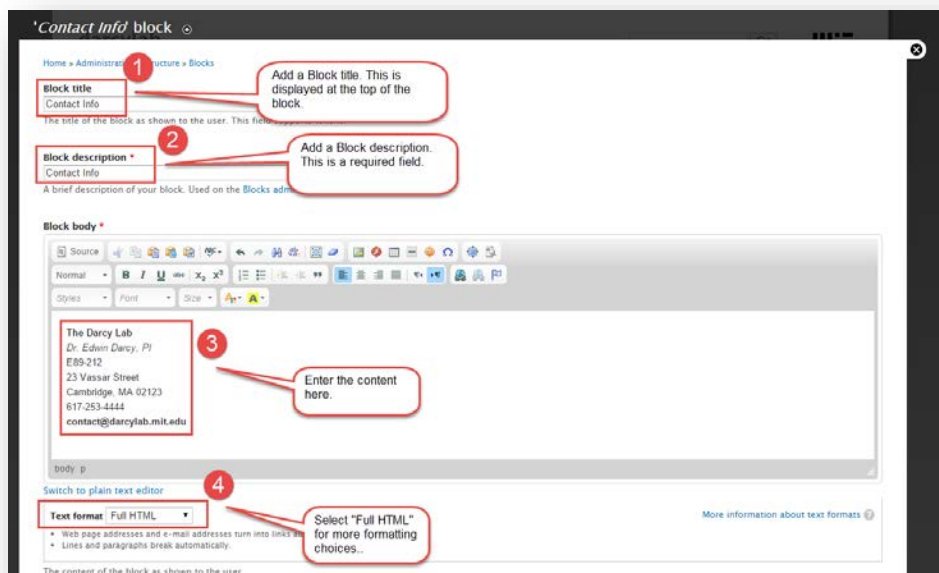
Jack places the **Contact Info** block in the footer region. He also sets the block to appear only on the Home page.
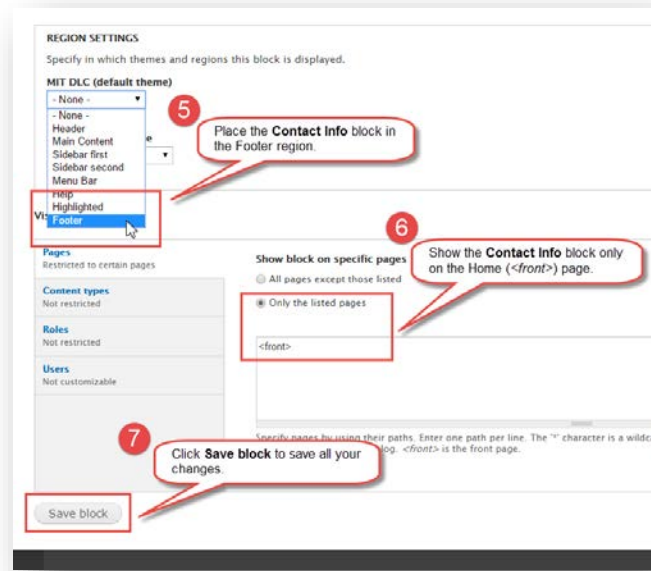
Jack is now finished configuring his site's layout. The image below provides a summary of the changes he made. Next, he will work on adding content to his site.
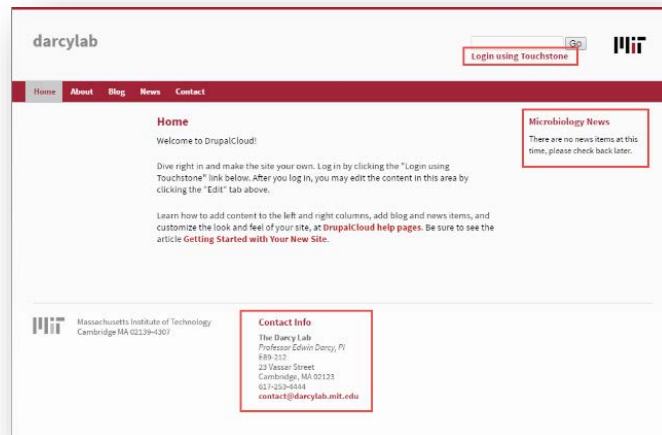
Adding Content to Your Site

In the previous section you followed along while Jack, the Content Manager creating our example website, customized the layout of his Lab's site. Now, he will add the content. Jack has already planned out the content which you can view in the KB Article *Getting Started Guide – Site Components.* Find it at this web address - http://kb.mit.edu/confluence/x/aARBCQ.

Modifying Existing Content

Your Drupal Cloud website comes with areas containing placeholder content on the **Home** page, the **About** page, and the **Contact** page. To modify this content, log into your website and click the **Edit** tab in the main content area. The image below shows this tab on the Home page.
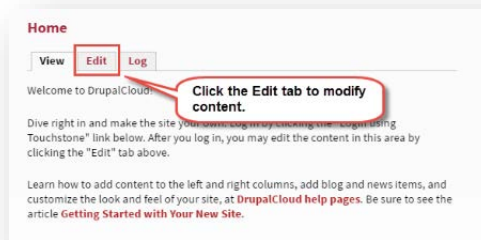
Adding Graphics

Jack is going to use a large image as the only content for the home page. Adding images is a process with several steps which includes first uploading your graphic image to your website and then selecting it for insertion. There are many clicks and pop-up windows to go through. The first step is to click the **Edit** tab to go into edit mode. Below are the steps you must take to insert an image file.

To get started, you should make sure that you are using the *Full HTML* text format. Then, place your cursor where you want to add your graphic, and click the **Add Image** icon. If you do not see this icon, you are probably using the Filtered HTML or Plain Text format. The image shows you where you can select the *Full HTML* text format.
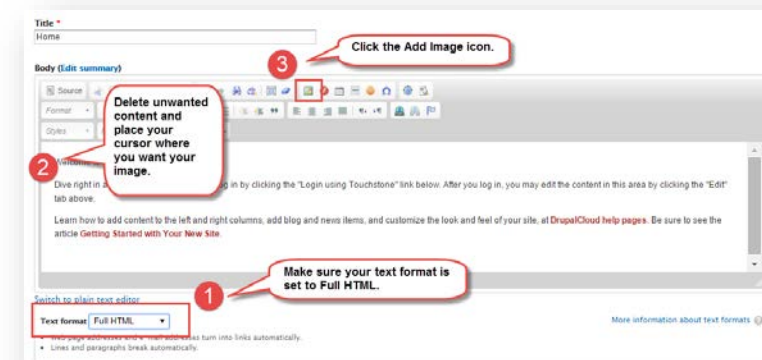

Note: It is best to resize and prepare your image completely outside of Drupal in your favorite image processing program. You can upload you first image to determine the size you need but be sure to size the image outside then upload the final version.

The **Image Properties** window will open. Click **Browse Server** to locate an image on your computer.
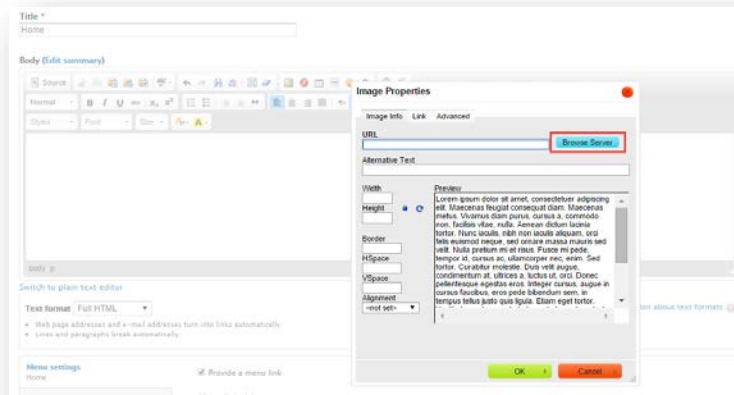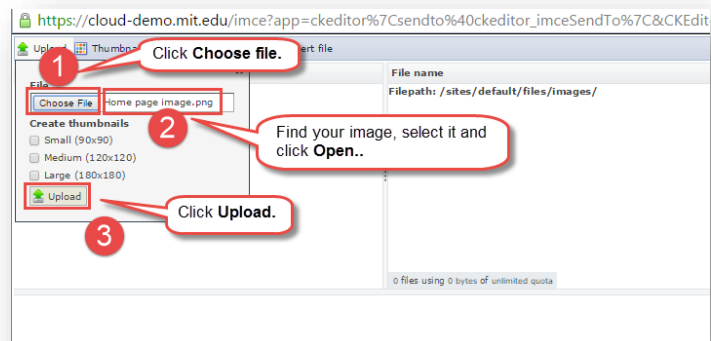
Select the *images* folder to be certain the image will upload to that folder.

Then click **Upload**.
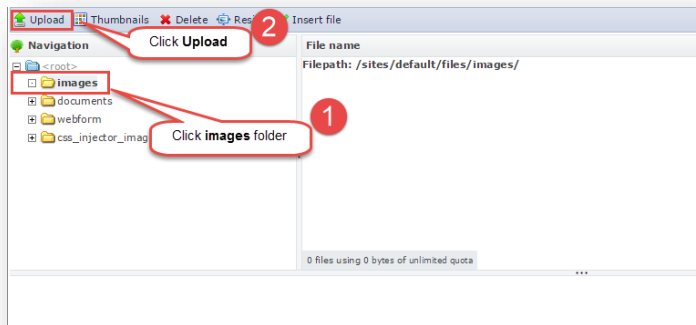
Then click **Choose file**, locate your graphics file, select it and click **Open**. Now you can click **Upload** to upload your file.

After the upload it will be included in the list at the right. The graphics file is uploaded and ready to be inserted. Select the image name and click **Insert file**.
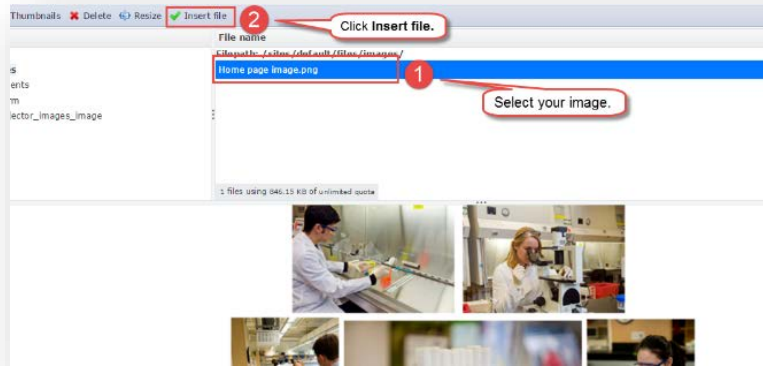
You're returned to the **Image Properties** screen where you can make adjustments before the graphic is inserted. Be sure to add Alternative text to your graphic to help those using screen readers when accessing your website. In this example Alt text like "Lab Homepage graphic" could be used.

Click **OK** and then **Save**.
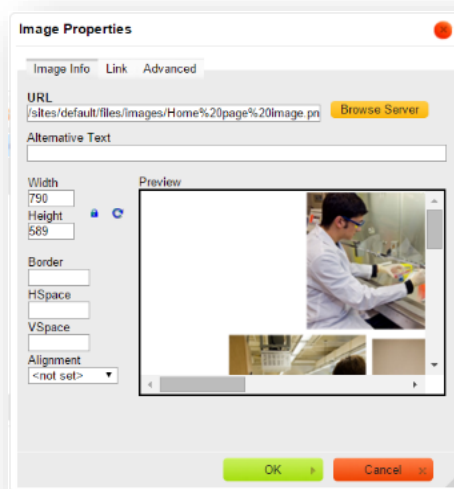
This is how your graphic image will look.

Modify the About page

Next Jack will modify the **About** page. While in Edit mode, he copies the text for the About page from the .rtf file or plain text file and pastes it into the HTML editor. Then he clicks **Save**.

If you will be cutting and pasting your content from a Word document, it is recommended that you save your file in the Rich Text Format with a .rtf file extension. Otherwise, the text formatting from your document will be pasted into your website. You can also paste text into a plain text editor (Notepad or TextEdit) to strip away any formatting before pasting. It is a best practice to style text using your theme's settings and avoid the Style, Font, Size and color settings on the format toolbar.
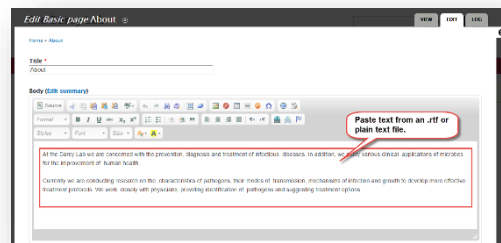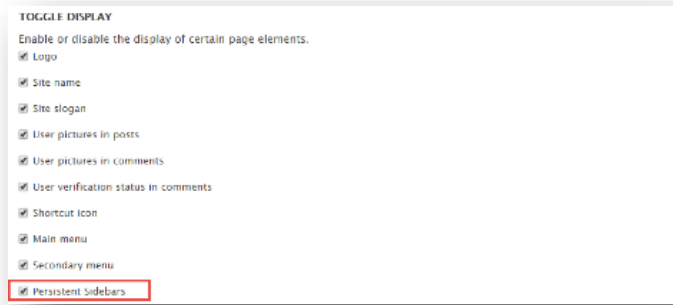

The text on the **About** page stretches to the right edge of the page. There is nothing in the sidebar region on the right to prevent that from happening.
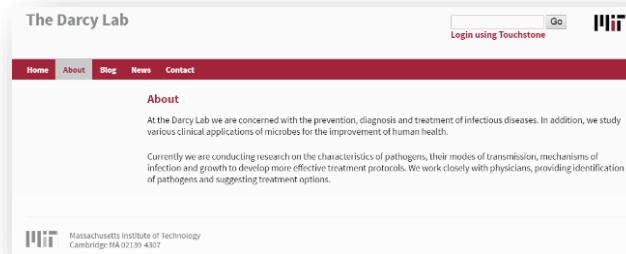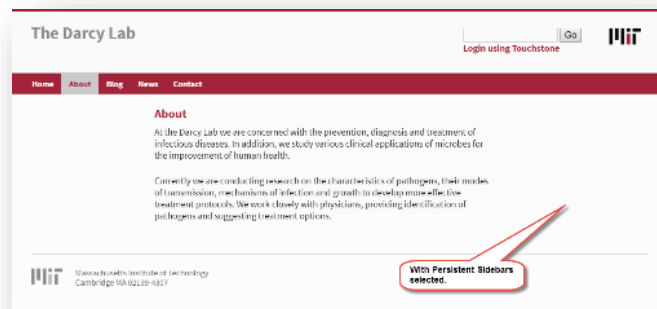

You can avoid that situation by selecting **Persistent sidebars** in the *Appearance* settings screen for the DLC theme.
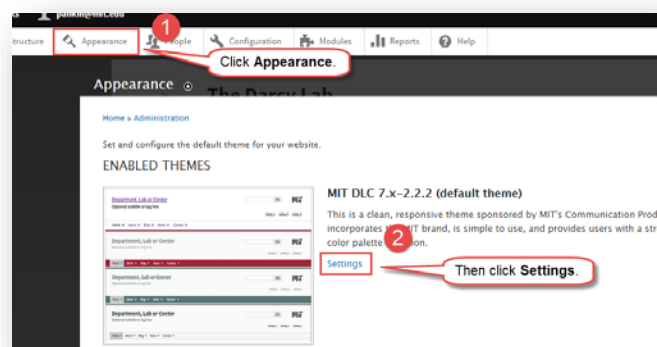
On the DLC theme Appearance page, scroll to the *Toggle Display* area and choose **Persistent Sidebars**.


Your page will hold a blank area for sidebars on the left and right even if there is no content.

Adding Pages

Jack needs two new pages for the website. He wants a page to list events and one to list research interests for the Lab faculty. He will need to add links to them on the site's main menu.

To do this, he starts at the *Admin Menu* and clicks on **Content**, and then clicks on the link labeled *+ Add content*. The image below highlights these steps.
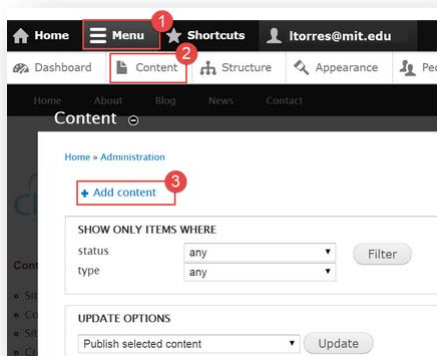
On the **Add Content** screen, he clicks on *Basic Page* as shown here.

On the *Create Basic* page screen, Jack enters "Events" for the Title. He will enter the content in a moment but first he clicks the option **Provide a menu link** for the page and then clicks the **Save** button. The next image highlights these steps.

There is now a link to the new **Events** page on the main menu. The image shows the result of adding this page.
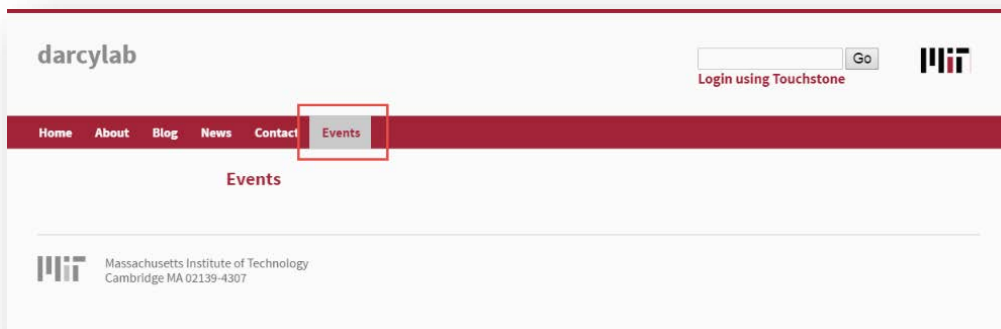

Jack adds content to the **Events** page from a previously created text file.
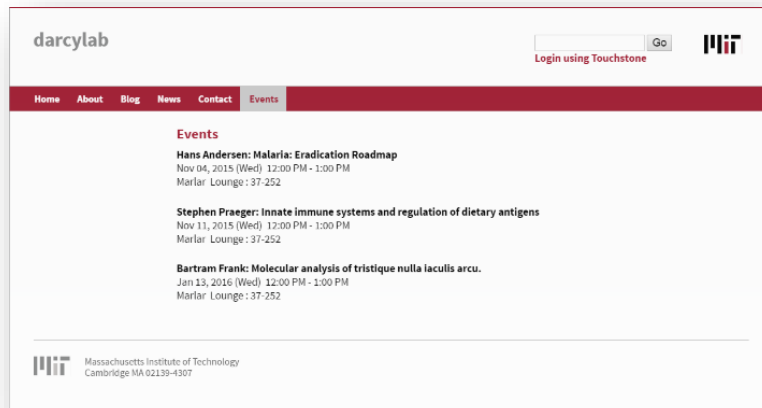
Using Tables to Position Content

For the content of the **Research** page, Jack would like to have images of faculty members with a research summary for each person. Tables are a simple means for accomplishing this design. Jack begins just as he did when he created the Events page, by creating a new Basic page..

To add a table Jack checks to make sure he has selected the Full HTML text format. Then he clicks the table icon in the toolbar. There are many options for Table Properties. Jack adds 5 rows with 2 columns per row. He also increases the width to 600 pixels and changes the border width to 0, which eliminates the border completely. Then he clicks OK.
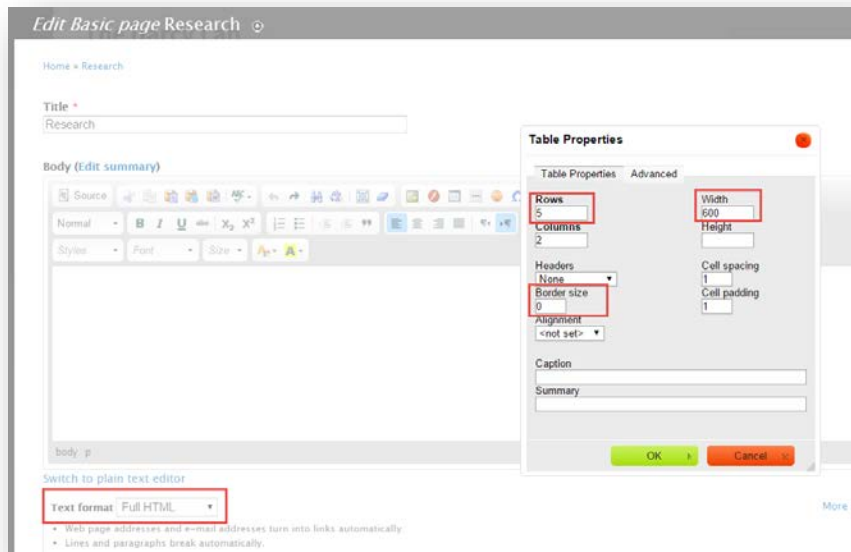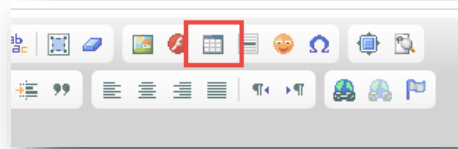
Jack adds his images into each the table cells on the left and the text content on the right in the manner described earlier.
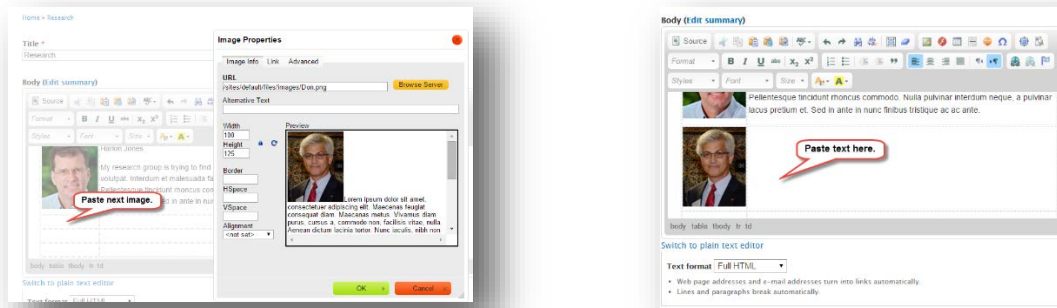

Before saving, Jack remembers to click the box to **Provide a menu link** so that Drupal will automatically create the menu link to the **Research** page.

When Jack saves and views the page, he notices that the images are not displayed in the proper width. He goes back into the edit mode for the Research page. He right-clicks, or Command-clicks on any of the table cells with an image. A pop-up menu appears. He clicks **Cell**, then **Cell Properties**.
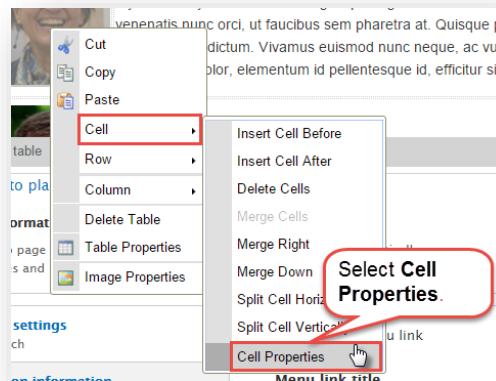
In the Cell Properties box Jack sets the cell width to 100 pixels – the appropriate width for the size of his headshot images. He only needs to do this for one table cell to change the width of the entire column.
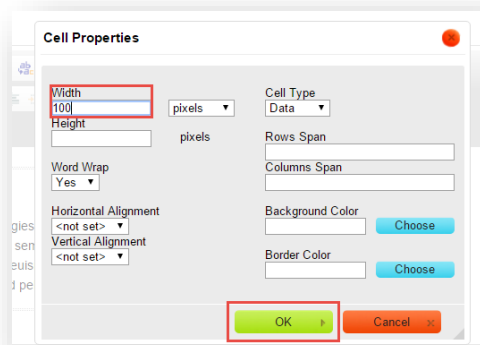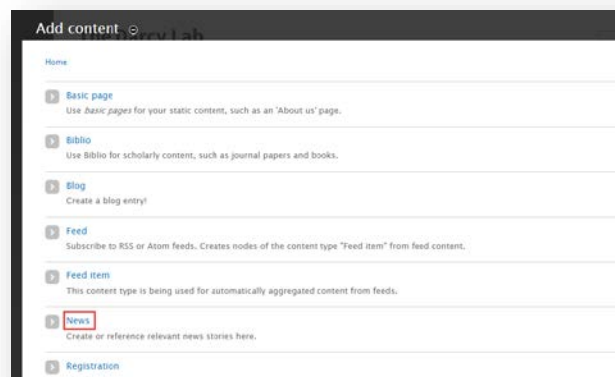
After saving he sees that his images fit nicely within the table.
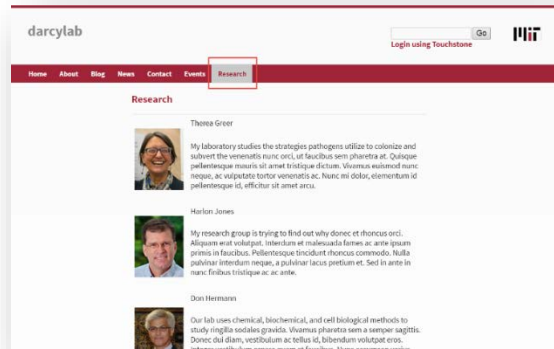

Adding News Items

News items are useful for summarizing and linking to actual articles on the internet. Adding a news item is very similar to adding a page. From the *Admin menu* click on **Content**, then *+ Add content*. Select **News** for the type.
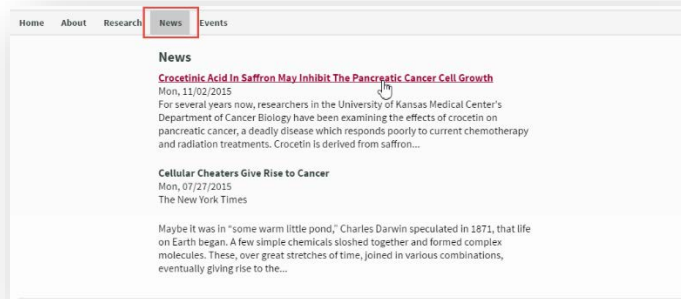

Jack adds a Title, sets a date, adds a URL to the original news article online and adds a text description. He then clicks **Save**. Jack adds several more news articles.
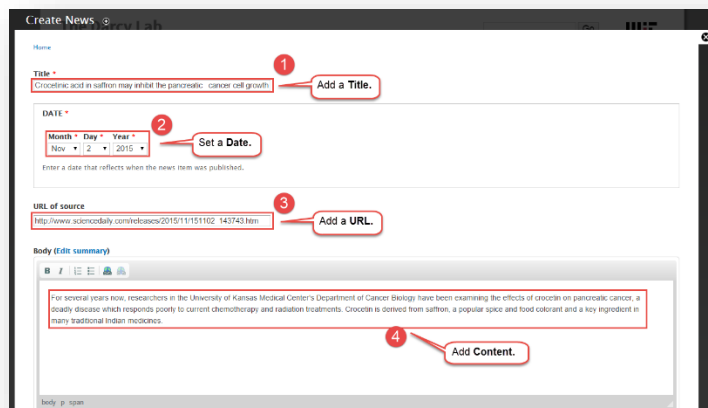
Remember, **News** entries can be accessed from the Main menu or the blocks in the Sidebar second region on the right.
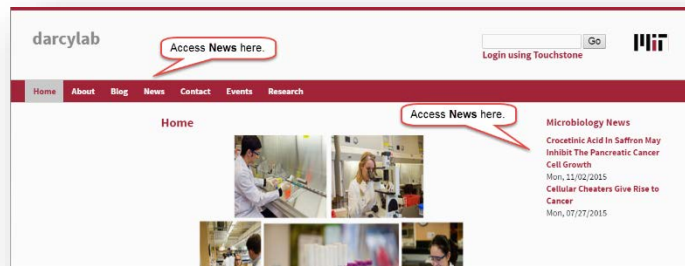

The **News** page looks like this.

And an individual news item looks like this. Note the link to the original article.

Customizing the Main Menu

Since Jack will not be using the Blogs feature or Contact page, he needs to remove them from the main menu. He also wants to rearrange the link to the *Research* page. To do this, he will click **Structure**, then **Menus** from the *Admin* menu. Then he will click *list links* as highlighted in the image below. Doing so, he will be able to enable or disable links, delete them, and move them.
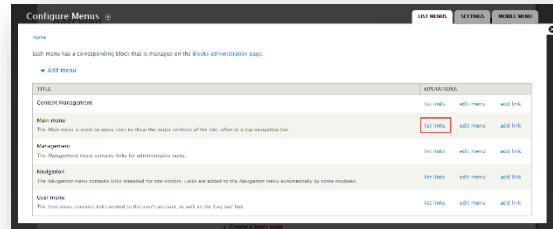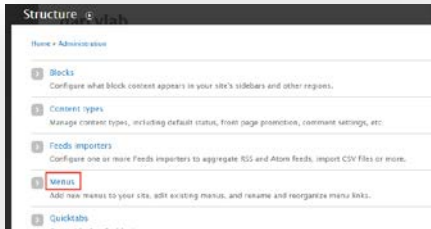
This image shows how to remove the Blog and Contact links and move the link to the Research page. Jack will deselect the Enabled option beside Blog and Contact and drag and drop the Research link to its correct position.
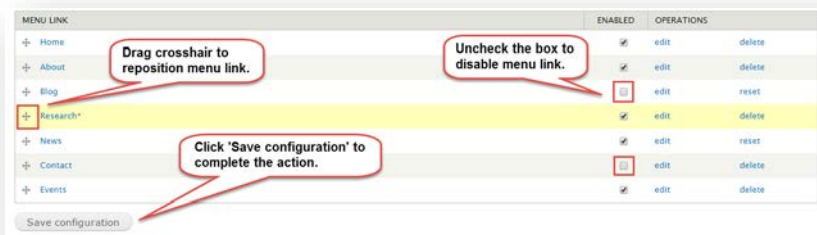
The image below shows the final results Jack gets after completing all of these steps. He's added all of the content and is now ready to put the finishing touches on the Lab's site by making some stylistic changes.
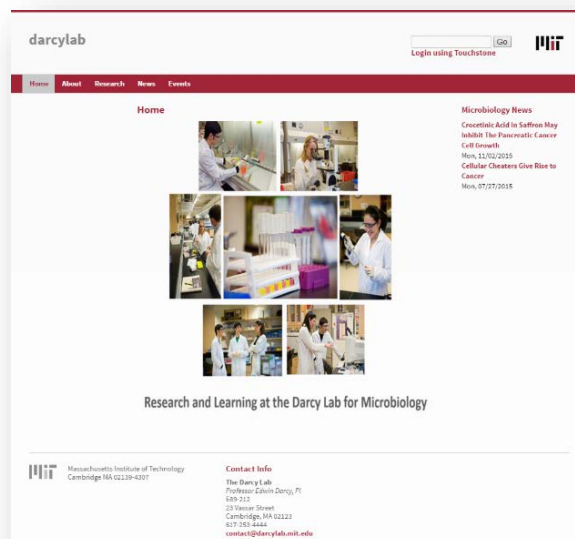
Modifying Your Site Name, Logo and Colors

So far, you've seen the steps that our Content Manager Jack took to customize the Darcy Lab's site structure and add content. In this section, you will learn how to change your site name, logo, and color scheme, making the MIT DLC Theme reflective of your own style preferences.
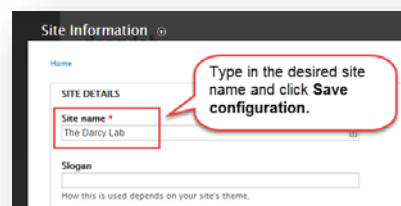
Changing Your Site Name

The first style element that Jack will customize is the site name found at the top of the Home page. By default, the site name is the custom URL you entered when requesting your site. In this example, the URL is http://darcylab.mit.edu, and the site name at the top of the page is "darcylab." Jack will change it to "The Darcy Lab" so that it will make more sense to visitors. The image below shows the area that will be customized in this section.

To change the name of his site, Jack opens the Admin Menu and clicks **Configuration**. On the Configuration screen, he clicks on the link labeled **Site Information** in the *System* category. The image below shows these navigation steps.
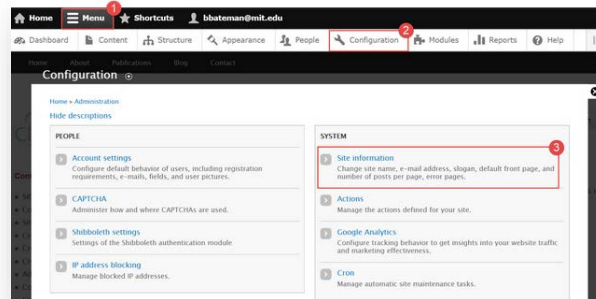

In the Site Details area, Jack types in "*The Darcy Lab*" in the field labeled Site name and saves the configuration. The image below shows where to enter this new site name.

Changing Your Logo

Now that the site name is updated, Jack will add a logo to personalize the site. This task and others that modify the look and feel of the MIT DLC theme, are performed by navigating to the **Appearance** tab in the *Admin menu* and clicking on the link labeled **Settings** for that theme. The image below shows how to get to the Settings area.
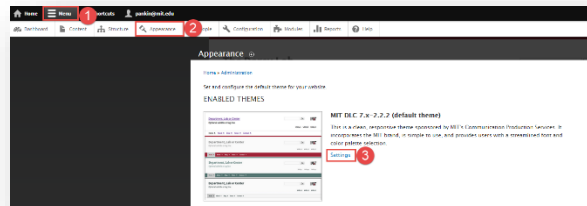

To replace the default logo with a logo for the Lab, Jack scrolls down the bottom of the page and clicks on **Logo Image Settings** to expand the area. He unchecks *Use the default logo* box, then clicks **Choose File** to upload the new logo. Finally, he clicks the **Save configuration** button. The image below shows the steps for replacing the logo.
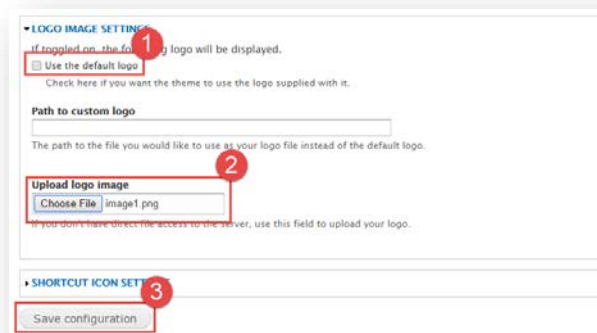
Changing a Theme's Color Scheme

The Lab's site is looking pretty good now, but there is one more change to make. Jack would like to have a different color scheme. The MIT DLC theme has several built-in color schemes to choose from.

He goes back into the theme's Settings which are found under the Appearance tab and finds the drop-down list labeled **Styles**. Here are several pre-created color sets to choose from. He decides to go with the very simple style named "Slate" and then clicks the button labeled **Save configuration** at the bottom. The next image shows the Style drop-down menu on the Appearance screen.
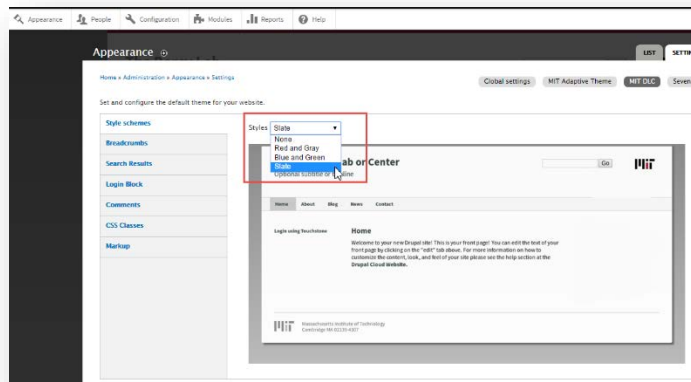
Tip: Feel free to experiment with different color Styles. You can select one, save it, view your site, and go back into your theme's settings to select another one.

With this last change made, Jack is done customizing his Lab's website. Without having to use any HTML or CSS code, he was able to modify the DLC default website so that it had the layout, content, and style that the Lab needed. The image below shows the final results of all of Jack's work on the website.